

## Canteen Licences

Under the new *ACT Public School Food and Drink Policy 2015*, school canteens, operated by either Parents and Citizens Associations or private operators, must enter into the appropriate Licence Agreements or Deeds with the school.

### For Private Canteen Operators

The *Licence Agreement* covers any private operator leasing an existing building on Territory land that is subject to a Crown Lease, such as schools.

A second document, *The Disclosure Statement*, also applies to private operators leasing such property for the purpose of delivering Canteen Services. This document makes clear the financial position and disbursements of the business.



### For P&C Canteen Operators

In place of the two contracts that apply to private operators, the *P&C Operated Canteens Canteen Services Deed* is used where the School engages the P&C to provide Canteen Services.

### The Licence Agreement

The *Licence Agreement* allows schools to grant a licence to a private operator for a fixed term, at an agreed licence fee and under the terms and conditions of the *Licence Agreement*. It details such matters as: options on expiry of the lease, licence fees, overdue monies, payment of utilities by the school, reimbursements, the cost of the licence development, permitted use of the premises, signage, general requirements to obey Territory laws, keep premises clean and allow access, safety requirements, insurance and indemnity, repairs and maintenance, common areas, canteen employees and variations on the lease.

The Schedules attached to the *Licence Agreement* detail how these are applied in the particular business as well as, all of the rules and policies that apply for the provision of school canteen services. These aspects of the *Licence Agreement* support the implementation of the *ACT Public School Food and Drink Policy*, by detailing the requirements of the leasee to:

- Register as a Food Business with ACT Health
- Provide services as set out in the *National Healthy School Canteen Guidelines 2013*
- Reinforce nutrition related programs including the social aspects of food and its enjoyment
- Develop and maintain canteen procedures in consultation with the school
- Follow food safety requirements under the *Food Act 2001*, *Food Regulation 2002* and *Australia New Zealand Food Standards Code*.

### The Disclosure Statement

In addition to the *Licence Agreement*, private operators are provided with a Disclosure Statement. The Disclosure Statement spells out the particular terms and conditions of the canteen services to be delivered including: the dates of the leasing period, hours of operation of the canteen, the estimated outgoings such as utilities, pest control costs and regular maintenance, the responsibilities for existing equipment and fittings in place in the premises and any trading surplus and its disposition. It is intended to give a clear accounting of the financial position of the licensee.

## The P&C Operated Canteens Canteen Services Deed

The Deed spells out the particular terms and conditions of the Canteen Services to be delivered by the P&C including the dates of the leasing period, hours of operation of the Canteen, the estimated outgoings such as utilities, pest control costs and regular maintenance, the existing equipment and fittings in place in the premises and any trading surplus and its disposition. In addition, the *P&C Operated Canteens Canteen Services Deed* also aligns with the new *ACT Public School Food and Drink Policy 2015* by requiring licensees to fulfil requirements such as:

- Register as a Food Business with ACT Health
- Provide services as set out in the *National Healthy School Canteen Guidelines 2013*
- Reinforce nutrition related programs including the social aspects of food and its enjoyment
- Develop and maintain canteen procedures in consultation with the school
- Follow food safety requirements under the *Food Act 2001*, *Food Regulation 2002* and *Australia New Zealand Food Standards Code*.

Canteen licence agreements can be obtained by contacting Strategic Finance on (02) **6205 9115**. The appropriate licence and supporting documentation will then be forwarded to the school. Once the licence agreements are completed and signed a copy will need to be forwarded to:

Education and Training Directorate  
Strategic Finance  
Level 1 Annex  
220 Northbourne Avenue  
Braddon ACT 2612

## References

The Strategic Finance Licence Agreement, *The Disclosure Statement*, *P&C Operated Canteens Canteen Services Deed*, *Education and Care Services National Law (ACT) Act 2011* and *The National Quality Standards* and the *Guide to The National Quality Standards*.

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